emphasis®

Improve your writing at work

Proofreading professional documents

Course for companies | In person

Who is it for?
Any team who need to check and ensure the quality of their own or their colleagues' documents.

Delivery
We deliver this course in person.

Participant numbers
Four people up to your whole organisation. We train in groups of no more than ten to make sure everyone gets individual attention.

Course length
Flexible – typically one intensive half-day session. We can adapt the course for longer or shorter sessions as required.

Pricing
The cost of the course varies depending on numbers. Please get in touch to talk about your group:

+44 (0)1273 732 888
info@writing-skills.com

TOP 30 LEARNING PROVIDER 2020
Learning & Performance Institute

The process of creating professional documents doesn't finish when the writing is done.

Effective proofreading is the critical final step that ensures the work you send out is clear, consistent and error-free. The risks of not proofreading (or not doing it well) extend from embarrassing typos that undermine clients' confidence to financial headaches or even legal trouble.

This bespoke, practical workshop will train your team to proofread their documents – or their colleagues' work – effectively, so that everything they send out meets your high standards.

As well as learning the theory, your team will be practising and testing their skills throughout the session.

Tailored to your needs

Your course will be unique to your organisation: we'll tailor the materials using real-life examples of your work documents. This means your team will see exactly how to apply everything they learn to what they do every day.

'We chose Emphasis because they really "got it" – they really understood exactly what we needed and what our issues were.'

Mary Jean Pritchard,
The King's Fund

Venue

Our trainers are based in the UK, the US and Europe, but we train globally. Wherever you are in the world, we can come to you to run the course. We can also train remotely.

Why it works

- Small-group training ensures each delegate gets individual attention.
- Targeted exercises and discussion keep learners engaged and mean they immediately practise applying the techniques.
- Each delegate receives one year's access to our business-writing helpdesk to support them as they take what they've learned into their roles.

Learning objectives

On this course, your team will learn how to:

- proofread effectively on hard copy and onscreen
- mark up documents or PDFs to make their corrections clear
- spot typos, autocorrect errors and mistakes in punctuation and grammar
- identify problems with formatting and layout
- check boilerplate text
- ensure consistency of terminology and house style
- flag queries for the writer to ensure content and data are accurate.

What does the programme include?

This course typically runs as an intensive half-day session covering essential proofreading techniques and allowing plenty of time for practice.

However, there is a lot of scope to adapt the training to your needs. You could choose to extend it to a full-day session that also covers broader business-writing skills, grammar and punctuation or your house style.

You can also include our unique individual writing analysis. Here, we analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.

Trusted by over 6,000 organisations worldwide, including:

Example programme

Proofreading professional documents

Course for companies | In person

9.00	**Introduction** ✓ Course overview **What proofreading is – and isn't** **What to look for** **Knowing your house style**
10.00	**Break**
	Punctuation and grammar refresher **Checking your work for:** ✓ errors ✓ style ✓ layout and formatting **Using a consistent technique** **Taking a methodical approach** **Testing your technique**
11.15	**Break**
	Avoiding word-blindness (spotting the 'obvious') ✓ Checking boilerplate text **A common language: using proofreading marks** **Best practice for onscreen proofreading** ✓ Adapting to onscreen ✓ Marking up a PDF **Putting it into practice** **Proofreading checklist**
12.30	**Summary and close**

Build your programme: optional follow-up

Comprehensive e-learning

A year's access to our e-learning programme *The complete business writer*, to build on and reinforce the learning.

Writing analysis and feedback

Individual analysis of delegates' writing plus one-to-one feedback from the expert trainer, showing each person exactly what to do to write with more clarity and impact.

Get in touch to discuss your writing course today

Call: +44 (0)1273 732 888
Email: info@writing-skills.com

© Emphasis Training Ltd